
CHRO TRAINING ANNOUNCEMENT: MS EXCEL 2010 - BEGINNING

CLASS: Microsoft Excel 2010 - Beginning (One Day Training)

DATE: 17 November 2016 (English)

TIME: 0800-1630

PLACE: MCCS Computer Lab, Building # 5966, Camp Foster

COST: No cost (*NOTE: SF-182 form is not required for enrollment)

Seats: Limited to 16 seats per class.

COURSE DESCRIPTION:

Excel 2010 is the newest version of Microsoft's comprehensive spreadsheet tool that offers features that support a wide range of functions. The Ribbon menu is unique to Microsoft Office and stacks the many features of Excel into related tabs, making it easy to quickly access the ones you need. Backstage view is a streamlined gathering of all file-level tools, such as those used for saving, printing, and sharing your files. This course explores these topics and many other basics of Excel 2010, including opening the application, creating new spreadsheets, entering data and, AutoFill features. It also provides an introduction to the many tools that will help you create and use your spreadsheets productively.)

OBJECTIVES:

Upon completion, students will be able to accomplish the objectives from the lessons and topics. Learn software developed to organize, format, and calculate data with formulas using a spreadsheet system broken up by rows and columns.

ELIGIBILITY / ENROLLMENT / PRIORITY:

This course is open to USMC Okinawa Appropriated Fund (APF) civilian employees and USMC Okinawa MLC employees. Priority for this training is as follows:

Priority 1 - USMC Okinawa APF civilian employees

Priority 2 - USMC Okinawa MLC employees

PREREQUISITES: Individuals with basic computer literacy. For MLC employees, at a minimum LPL-2/LAD-2 or equivalent level required.

Nomination must include:

- Nominee's name
- Nominee's grade
- Nominee's position title
- Nominee's organization/section name
- Nominee's duty phone and email address
- Priority based on eligibility (indicate (1) or (2))

Nomination must be preapproved by employee's supervisor. Submit the nomination to CHRO Workforce Development Section via e-mail at <mcbbutlerchrotraining@usmc.mil>.

Deadline for submission: 9 November 2016